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Abbot Academy

Handbook for Students *and* Their Parents

1944-1945

Calendar

1944-1945

Tuesday, September 12

Arrival and registration of New Resident Scholars before 6 P. M.

Wednesday, September 13

Registration of Day Scholars, 10:00 a. m.

Registration of Reentering Resident Scholars before 8 p. m.

Thursday, November 23

Thanksgiving Holiday

Tuesday, December 19, 9 a. m.

Christmas Holidays Begin

Because of the uncertainty of the times, it is impossible to announce until the fall of 1944 the dates for the remainder of the school year. In all likelihood the Christmas vacation will end January 9, and there will be a Spring vacation from March 22 to April 3.

Monday, May 28

Commencement Day

PRINCIPAL'S GREETING

In September, Abbot will begin its One Hundred and Sixteenth Year! You who are to be new girls will be entering upon a goodly heritage. You are to become heirs of a great estate. There are wide spreading lawns and beautiful trees here which from now on, in a very real sense, will be yours; there are spacious buildings and books and portraits which you will come to think of in the future as part of your inheritance. But, more than this, for old girls as well as for new the year offers a share in another estate — one invisible, intangible, but of greater value, and more enduring, than even buildings or trees or books. Through its long experience Abbot has developed a quality and a character of life which it offers freely to all who live here, and with each year you stay it is my hope that you will understand better and appreciate increasingly the value of this way of life.

It is interesting and exciting to think of this school year which we are to have together. For us all—those who are coming to Abbot for the first time, and girls who are returning for their second, third, or fourth year, and even for the faculty—this year will be unlike any other. Forgetting the things that are behind, we can press forward to new attainments in the realms of learning and of character. We can hope to discover more about other people, about the world, and about ourselves.

Although Abbot is only a preparatory school, and even though in the immediate future you cannot expect to take an active part in community or world affairs, you will here be contributing in the most fundamental way to the future, for in learning that way of life of which I have spoken, in accepting your heritage of that invisible and intangible estate, you will be making of yourselves the sort of people upon whom and through whom the new and better world after the war must be built.

Let us all bring to this new year of ours a resolution to give the best we have to our work so that we shall not fail to take our part nobly in that future. This means that we must acquire knowledge and wisdom (which are not the same thing) and self-control and generosity; it means losing any sense of superiority and acquiring an understanding sympathy far beyond our own limited personal circle of friends and schoolmates.

This will be indeed a deeply significant year in your personal life and in the life of the world. I am glad that you are to have this year at Abbot where faith in the past and confidence in the future have for so long been justified. I invite each of you to discover and use freely the wealth that is awaiting you here. I shall welcome each of you warmly and I have high hopes for every girl, new and old, for the challenging new year upon which we are entering.

MARGUERITE CAPEN HEARSEY

The Student Association

Every girl who is enrolled at Abbot becomes automatically a member of the Student Association. The purpose of this Association is "to promote real interest in the school and to develop, in each member, increased responsibility for its welfare."

The *Executive Board* of the Association consists of the officers of the Association; and the presidents of the Senior Class, of the Christian Association, and of the Athletic Association. *The Student Council* consists of the members of the *Executive Board;* the vice-presidents of the Senior Class, of the Christian Association; and the president of each organized class below the Senior Class. All of these officers are elected by popular vote so that the Council and Executive Board are thoroughly representative.

The Student Association co-operates with the faculty in the maintaining of order, in obtaining support of all school regulations, and in developing the capacity for self-government.

The Executive Board of The Student Association

President	Hilary Paterson
Vice-President	Barbara Haserick
Secretary	Grace Lurton
Head of Day Scholars	Madge Twomey
President of Senior Class	Beatrice Van Cleve
President of Christian Association	Holly Welles
President of Athletic Association	Sally Spear

See pp. 2[illegible] Catalogue

The Daily Program

Monday - Friday

6:45	Rising Bell	35 mins
7:20	Breakfast	
7:40— 8:10	Rooms put in order	1/2 hr
8:10	Chapel	
8:25— 9:05	Class Period I	40 mins ea.
9:08— 9:48	Class Period II	
9:51—10:31	Class Period III	15 mins
10:31—10:43	Tiffin	
10:43—11:23	Class Period IV	
11:26—12:06	Class Period V	"
12:09—12:49	Class Period VI	55 mins
1:00	Luncheon	1/2 hr
1:45— 2:15	Rest Period	2 hrs.
2:15— 4:15	Sports and Recreation	
4:40— 5:25	Class Period VII and Study Hour	45 mins. ea.
5:28— 6:10	Class Period VIII and Study Hour	
6:20	Dinner	55 mins
7:15— 9:00	Study Hour	
9:30	Lights out	1/2 hr

(Monday through Thursday)

3 hrs. 45 mins. for Cuisine & & meals per day + Tiffin 15 mins
Total 4 hrs.

Friday Evening

7:15— 8:15	Study Hour
8:15— 9:30	Recreation, Student Activities, Callers Received
9:30	Corridor Bell
9:45	Lights Out

Saturday

7:30	Rising Bell
8:00	Breakfast
8:30— 9:15	Special Room Cleaning
9:15—10:45	Study Period
10:45—12:30	Recreation
12:30	Luncheon
1:00— 6:00	Recreation
6:15	Dinner
Evening	Entertainments or Recreation
9:45	Lights Out

Sunday

8:30	Rising Bell
9:00	Breakfast
9:30—10:00	Rooms put in order
10:30	Church
1:10	Dinner
2:30— 5:00	Quiet Hour or Outdoor Recreation
6:15	Supper
6:45— 7:30	Free Quiet Hour
7:30	Vespers
8:15— 9:00	Quiet Hour
9:30	Lights Out

The Day's Activities

Chapel

A short religious service is held every weekday morning in Abbot Hall. Every member of the school is present.

Classes

Classes in all of the major subjects come in the morning except for History of Art. Some classes in minor subjects, which meet only once a week, come in the afternoon periods. The Choral Society and Fidelio also meet in the afternoon. Fidelio is a group of about fifty seniors and senior-middlers who have the best voices. The rest of the school make up the Choral Class. The Choir, consisting of sixteen voices, has more intensive training and sings at the Sunday evening vesper service and on special occasions during the year.

Meals and Tiffin

Tables in the dining-room seat eight or nine, including one or two members of the faculty. Table seating is changed every few weeks, and girls of various classes are mixed so that acquaintance may be steadily enlarged. At various times during the year girls studying French or Spanish are placed at tables at which these languages are spoken. No absence from meals is permitted without an infirmary excuse. Tiffin is the mid-morning lunch, consisting of soup, cocoa, milk, or fruit juice, and crackers. This light meal, with the

fifteen-minute recess, re-establishes energy for the remainder of the morning.

School or Organization Meetings

The Student Association, the Abbot Christian Association, the Athletic Association, and class organizations include all the students of the school. All members are expected to attend and participate in the meetings and activities of these organizations, both for the successful running of the school and for the personal values and training to be obtained.

There are five classes in the school—the Preparatory, or first year class; the Junior, or second year class; the Junior-Middle, or third year class; the Senior-Middle, or fourth year class; the Senior, or fifth year class. The majority of the school complete the course in four years, omitting the Junior-Middle class, but the extra year is often found advisable. A girl is classified according to the probable time it will take her to graduate, and is allowed to take in each subject the course for which she is prepared.

Sports and Recreation

Every girl (unless excused by a physician) participates in organized exercise five days a week and takes at least an hour's exercise on the days on which she has no scheduled class. Some choice is allowed in each of the three seasons. The major sports are field hockey,

tennis, golf*, riding, baseball, and basketball. Minor sports include badminton, ping-pong, croquet, and archery. In the winter there are classes in modern dancing and in gymnastic activities. Skiing and skating are substituted when the weather permits, for indoor exercise.

Posture photographs are taken at the opening and closing of the school year, and constant interest in improving posture is encouraged. Corrective gymnastic work is prescribed when it is needed.

Study Hours

Seniors are allowed to study in their own rooms. The study hall in the McKeen Building is used during the morning and afternoon study hours for all other classes, but after the first few weeks of the school year the privilege of studying in one's own room may be earned by attaining the High Beta or Alpha Rating. (Please see page 17.) In the evening study hour, all girls study in their own rooms.

Friday Evenings

Friday evenings are used for various social activities. "Corridor" meetings are held (informal gatherings in the rooms of the resident teachers, who act as advisers, for games, radio programs, or discussions of school matters) and the weekly calling hour for friends from

* *Not offered during the war.*

Phillips Academy, or boys from other nearby schools is provided. Girls of the two upper classes may be introduced by the faculty hostess at the calling hour to boys who are known to other girls in the school, if the girls' parents are willing. Younger girls usually are permitted to receive only boys known to their parents.

Saturdays

On Saturdays all girls are free after the morning study period for the rest of the day. They may go downtown in the morning between 10:45 and 12:15; in the afternoon they may go to the local moving picture theatre when there is a program of which the school approves. Some members of the faculty are also present at these times.

Trips are often planned for Saturday. These may be picnic walks or ski trips, canoe trips on the Shawsheen River, horseback rides, sleigh rides, or bus trips to points of historical interest or into Boston for plays, concerts, or other attractions*. Girls are advised to save from their allowances for these special occasions. All such trips are chaperoned by members of the faculty except the picnic walks which are often in charge of student leaders.

With permission, girls may accept invitations for

* *Because of the war, these trips are necessarily restricted for the present. The use of the train for trips to Boston is substituted whenever possible.*

luncheon or dinner at homes of day students in the vicinity.

In the evening various interesting programs are presented in the school—concerts, plays, or lectures—and the whole school attends these entertainments.

Saturday is the preferred calling day for families and friends, particularly for families and friends of students who live nearby. Guests may call on Saturdays between 11 a. m. and 8 p. m. This does not include boys of school and college age unless they are from some distance and cannot call during a regular Friday night calling hour.

Sundays

All resident pupils attend church on Sunday morning unless formally excused by the school nurse. Girls may attend either the Congregational or the Episcopal Church, but having selected the church, after the first two Sundays of the school year they continue with the church of their choice.

Occasionally, girls who are Unitarians have an opportunity to attend the service at the Unitarian Church in North Andover.

During the Sunday afternoon Quiet Hour those who wish to do so may go out for recreation—walking, horseback riding, tennis, skiing, or skating. Those who remain in the building are expected to stay in their rooms so that quiet may be assured for all who wish it.

Opportunity for listening to the broadcast concerts of the New York Philharmonic Orchestra is given.

The evening service in Abbot Hall is attended by the whole school. The speakers are distinguished out-of-town ministers, and the Abbot Choir provides special music.

Leaves From School

Each girl, individually, registers at the office when she takes a Dining-out permission, a Saturday Leave, or a Week-end, and again immediately upon her return, before she goes to her room.

Saturday Leaves

Permission for Saturday Leaves is obtained from the office during regular office hours several days in advance.

On two Saturdays in the fall term, and the winter term, and one in the spring term, girls may be away from the school with their families or adult friends of their families from 11:00 a. m. until 6 p. m. They may go by car, or to Boston by train. They are chaperoned on the train and are met at the station by the adult with whom they will spend the day.

Seniors may go to Boston unchaperoned if accompanied by at least one other senior and may take a Saturday Leave with an older sister who has finished preparatory school. (Because of conditions arising from the war this permission may have to be modified this year.)

Sunday Leaves

Twice each term on Sunday a girl may receive permission to have dinner (*in or near Andover*) with her parents or adult friends of her family who have come from a distance, leaving after church and returning not later than 4:00 p. m. She may invite a friend or two to go with her. Unless the circumstances are unusual, permission will not be given for taking the evening meal out on Sunday.

Seniors may accept invitations to dinner in private homes in the vicinity, observing the above hours. Driving in a car is not included in this permission except to and from the destination with an approved chaperon.

Week-Ends

Each girl may take one week-end away from school before the Christmas holidays (the fall term), one between the mid-year examinations and spring vacation (the winter term), and one between spring vacation and Commencement (the spring term). Of these week-ends two may begin Saturday morning after breakfast and one, "the long week-end," may begin after luncheon on Friday. It is advised that the long week-end be taken during the fall or winter term.

Plans for a week-end are made through the office not later than Wednesday of the week *preceding* the

week in which the leave is desired and written permission from home must be obtained, as well as the approval of the student's teachers.

All week-end leaves end at 7:00 p. m. Sunday. The 5:10 train from Boston is the latest that can be taken to reach Andover before 7:00. In case of an *actual emergency* which will cause a later return, the school must be notified at once by telephone.

Girls taking leaves of any kind at homes in Andover, North Andover, and vicinity must observe the same regulations about chaperonage, smoking, and driving in automobiles as govern them while in residence at the school.

No week-end leave will be granted immediately before and after vacations (including the week-end following Thanksgiving Day), immediately preceding mid-year and final examinations, and the week-end of Abbot's birthday (May 6). During these week-ends a reasonable amount of time away from school will be allowed students whose families are in town.

On several Saturday nights during the year no important program will be scheduled. So far as possible week-end leaves should correspond with these dates. Announcement of the dates will be made early in each term.

Invitations to a dance at a boys' preparatory school may be accepted with the usual permission from home, provided the chaperonage conditions are satisfactory.

A girl may have special leave of absence to attend the wedding of a member of her immediate family, or of a friend (if she is in the wedding party) if her work is satisfactory.

It is requested, because of war-time train conditions, that parents and students co-operate with the school in limiting travel for weekend trips as strictly as possible, even though this may prevent the use of the full number of leaves. Week-ends at the school provide opportunity for relaxation and rest and usually some interesting program is presented on Saturday night.

A Saturday and a Sunday sleep-over on consecutive days and an excuse from the Saturday study hour are allowed for girls who may not be able to take a week-end away from school.

Day Scholars

During the school day, non-resident girls are expected to observe the same regulations as those observed by girls in residence.

During study hours all day scholars except seniors must report to the study-hall.

Day scholars may visit in the rooms of resident girls only during day time recreation periods, and on Friday and Saturday evenings with permission from the office.

A special room is provided for the use of day scholars. Girls remaining at the school through the afternoon may use the room after luncheon until 4:40 for rest or for study. Senior day scholars may use the room also during study periods.

Senior Privileges

1. Seniors have the privilege of studying in their own rooms during all study hours.

2. Seniors only have the use of the "Senior Parlor." They may use it at all times except during rest periods.

3. With permission seniors may accept invitations to Sunday dinner in Andover or the vicinity, leaving after church and returning by 4:00 p. m.

4. Coffee is served in the "Senior Parlor" every other Sunday after dinner.

5. Seniors may go to Boston unchaperoned if accompanied by at least one other senior and may take a Saturday Leave with an older sister who has finished preparatory school. (Because of conditions arising from the war this permission may have to be modified this year.)

6. Seniors who have Alpha or High Beta ratings may take an extension of a regular Saturday Leave (9:00 a. m. to 6:00 p. m. instead of 11:00 to 6:00 p. m.)

7. Seniors who are on the Honor Roll and have an Alpha rating at the end of the first rating report after mid-years may begin a regular week-end at 9:00 o'clock Friday morning. Such a week-end should, except for some very special reason, be taken before the first of May.

8. Later lights

The Group Rating System

Several times a year each girl in school is rated by a committee of faculty and students on the basis of her attitude and effort in school work, and her citizenship, which includes her co-operation, school spirit, personal neatness, punctuality, room order, and thoughtfulness of others. The committee is guided in its decisions by the ratings given by each girl's classroom teachers and her corridor teacher.

The ratings are as follows:

Beta—Average standing resulting from normal effort to be co-operative.

High Beta—Superior standing resulting from extra effort to be co-operative.

Alpha—Honor standing resulting from exceptional co-operation and thoughtfulness.

Gamma—Unsatisfactory standing resulting from failure to accept school standards.

Girls who receive the Beta rating may, during the following period, have the ordinary privileges of the school as outlined in this booklet.

Girls who are in the High Beta group may study in their rooms during the morning and afternoon study hours, and take one Sunday sleep-over, which must be asked for by 6:00 p. m. on Saturday. High Beta girls living in dormitories other than Draper Hall are requested, in order to save time, and because these houses are closed at times during the morning, to use the library

or the study hall in morning periods rather than returning to these houses.

Girls who are in the Alpha group may receive, with special permission of the Principal, the granting of some unusual privilege of their own choice, in addition to the High Beta privileges.

The cases of any girls who receive the Gamma rating are dealt with individually by the committee.

Any girl who is on the Honor Roll at the end of the first semester and who has an Alpha or a High Beta rating on the next rating report, may have an extra Saturday Leave (from 9:00 a. m. to 6:00 p. m.) during the second semester.

Senior Middlers who are Alphas at the first rating report after mid-year, may, in groups of two or more, go to Boston on a Saturday for luncheon, at a specified place, and to attend a specified play or concert unchaperoned, leaving on the 11:19 train and returning on the 5:14.

Abbot Honor Code

The observance of the following regulations is placed on a basis of honor. Through public opinion, and with the assistance of the Student Government Council the cooperation of every member of the school is developed.

Study Hour rules
Rules about attendance and punctuality
Downtown and off campus rules
Rules in regard to boys
Rules about Leaves
Smoking rules

Details about these matters are explained in a supplement to this booklet which will be given each girl on her arrival. The regulations are reasonable and exist only for the purpose of obtaining the greatest success and happiness for the greatest number.

Information Of Special Interest To Parents

It is assumed that girls enrolled at Abbot are under the jurisdiction of the school at all times except during vacations, and over-night leaves.

It is assumed also that in placing daughters in the school, parents not only will familiarize themselves with the contents of this booklet, but will co-operate sympathetically with the school in obtaining adherence to the spirit as well as to the letter of the regulations.

Dress Regulations

The dress of students should at all times be simple and appropriate. Only clothing actually needed should be brought to school. Shopping for clothing cannot be arranged for during the school session. Elaborate and valuable jewelry should not be brought to the school.

The following articles of dress are definitely required:

1 white uniform tailored dress.

1 white slip to be worn only with the uniform white dress.

(This dress and slip must be purchased from Best and Company through anyone of their stores. Mail orders should be addressed to Miss Frances Hjelt, Best and Company, Fifth Avenue and Thirty-Fifth Street, New York City. The price of the dress is $8.95 and that of the slip $2.00. No

substitute is permitted for this uniform dress and slip.)

2 or 3 silk or light wool dresses for dinner.

1 long *dinner* dress for formal occasions. ***Backless***, *strapless*, or *halter* evening dresses are not permitted at any time.

Extreme styles in evening dresses, even for the Senior Promenade dance, are not allowed. The dress and slippers to be worn for this occasion must be approved immediately after spring vacation.*

Although long dresses are worn only rarely, *one should always be on hand* for an occasion when formal dress may be requested. (Not required for girls in the first and second year classes.)

Tailored dress or suit and hat for town and church wear.

Tailored hat—"felt classic"—for more informal wear.

A warm tailored top coat.

1 warm bathrobe.

1 pair of bedroom slippers (not mules).

1 raincoat.

1 pair overshoes, galoshes, or boots.

1 umbrella.

**During the war the formal "Prom" has been discontinued.*

1 pair of *rubbers or tips which are fitted to wear over street shoes.*

1 pair of white and blue, or white and brown, or white and black or all white pumps with moderately high heels.

1 pair of dark street shoes with moderately high "spectator" heels. (*Not open-toed.*)

2 pairs low-heeled sport shoes for school wear ("Scuffies", sandals, mocassins and similar shoes are not worn except on Saturdays. Other shoes provided for whatever purpose should not have heels of extreme height.)

Uniform gymnasium outfit, which includes shoes for tennis and other sports, to be purchased from Wright & Ditson on blanks provided for the purpose.

Stockings (several pairs.)

Every girl should be provided with woolen stockings and heavy sweaters as the winter weather provides opportunity for the use of skates and skis.

For those who wear glasses an extra pair should be provided.

Dress Customs

Simple sports clothes are worn during the day. Socks are permitted, except in very cold weather, for day time wear. (Stockings are worn for dinner and at other times when more conventional dress is suitable.) The only shorts allowed at any time are the uniform Abbot playsuits. These must be worn for specified sports. Hats are always worn except on the grounds, and scarfs or hats on the campus when it is raining or when the temperature is below 20°.

All girls dress for dinner before the beginning of the afternoon study hour. Sweaters or blazers, and informal shoes are not to be worn to dinner. Tailored silk or wool dresses are customary.

The uniform white dress is worn by all girls for the special seasonal services and for Commencement and at several other times during the year.

Fur coats may not be worn except on Sunday or for extremely cold weather.

Cosmetics

Nail polish of natural color only is allowed. Special permission to wear a moderate amount of lipstick is given for certain social occasions. Otherwise the use of nail polish and lipstick is not permitted.

Room Furnishings

Each girl is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. There are hardwood floors in all of the rooms. Rugs, curtains, bedspreads, lamps, and usually a boudoir or another comfortable chair are provided by the students. Plain cream-colored window curtains of scrim, hemstitched, should be used next the window for the sake of uniformity, but over-draperies may be of any color. Girls who room in Abbey House do not need glass curtains, as all windows in that building have Venetian blinds. Roommates should correspond during the summer about necessary purchases for the room.

The school supplies one pair of woolen blankets for each bed, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels, table napkins, (eight recommended) napkin ring, a shoe bag, a waste paper basket, and two laundry bags must be provided.

Room decorations should be few and simple.

No electrical appliances are permitted except lamps. Fluorescent lamps, if desired, should not be bought until after school opens and the superintendent of buildings has been consulted, for the direct current is used

in some rooms and these lamps are not interchangeable for use with the direct and the alternating current as most lamps are.

Victrolas and radios are not permitted.

All girls make their own beds and take care of their own rooms. Beds are made and rooms put in good order before Chapel each morning. Students also assist in the dining-room service.

Laundry

The school has its own laundry, well equipped and carefully managed. No chemicals are used for bleaching. The laundering of bed-linen, towels, napkins, and a specified amount of personal apparel is included in the price of tuition. Additional pieces will be charged for at reasonable rates.

All articles of clothing as well as sheets, pillow-cases, towels, napkins, bedspreads, rugs, and so far as possible other personal articles should be marked with the owner's name. Articles sent to the laundry unmarked will have to be returned unlaundered.

Infirmary

Every morning the nurse holds a short clinic in the infirmary where minor ailments are treated.

By steady use of preventive measures and by immediate attention to all indispositions the school maintains an excellent health record.

Food

The table is very well supplied, and in the middle of the morning nourishing refreshments are provided. Other eating between meals interferes with the appetite of the girls at the table. It is, therefore, urgently requested that no food other than fruit and cookies be sent by parents and friends. The only exception to this rule is for birthdays. Please instruct your daughter as to the dangers of unwise dieting so that she does not abstain from the wholesome food she needs, nor overindulge in ways that will harm her.

Spending Money

A deposit for spending money should be placed in the school bank at the beginning of the school year. The first deposit should be fifty dollars, and must be renewed when exhausted. The weekly allowance for withdrawal for girls below the senior-middle class should be not *more* than $1.00; for senior-middlers and seniors $1.50. Each girl is furnished with a school bankbook and checkbook. When the deposit is exhausted checks will not be honored. It is expected that a balance of at least five dollars will be left in the bank to each girl's credit over short vacations. Each girl is expected to keep her own account and to plan her expenditures so as to live within her allowance. All money for the personal use of students should be forwarded to the

financial secretary who will deposit the money to the girl's account.

Parents are especially requested not to send any money directly to their daughters, since in that case no check can be kept on expenditures, and the effort to maintain equality and moderation of spending is destroyed. For a number of purposes school-bank checks may be drawn, in addition to the regular weekly allowance check. These purposes include special concerts, plays, and other entertainments in Boston or in Andover, money for week-end and Saturday leaves, for Red Cross membership and other charitable purposes, and for class dues and dues for other school organizations. The permissible charges to term bills, and permissible draughts from the school bank reduce necessary weekly cash spending to an extremely limited range.

Physical Examinations

A physical examination must be given each entering student by the family physician and the report returned to the school on the blank provided for this purpose. Vaccination and the Schick test are required. The medical blanks should be mailed to the school as soon as can be conveniently done after they have been received.

Term Bills

Term bills are rendered three times a year. The following items may be charged on these bills:

Books and stationery

Excess laundry

Tutoring and Chaperonage (There is no charge for chaperonage except for actual expenses incurred.)

Equipment for sports such as skis, hockey sticks, and uniforms for modern dancing.

Charge Accounts

Charge accounts in local stores or in Boston are not permitted unless by written permission of the parents.

Automobiles

Permission for driving under any circumstances must always be obtained from the office, including travel from the school for any leave, and returning to the school from any leave. No driving permissions are granted on Sundays except in connection with a dining-out permission.

Permission will not be given for resident students to drive with day students nor with anyone else of school or college age unless an older person is in the car.

Exception: Upon the written request of her parents a girl may receive permission to drive to and from the school with her brother or sister for week-ends or vacations.

If a student is planning to leave the school for a Saturday Leave or a Week-end with adult friends in an automobile, specific and definite approval from home must be received beforehand by the school.

Final approval of chaperonage plans must rest with the school.

Smoking

Smoking is not permitted at any time nor in any place while girls are under the jurisdiction of the school, *nor even when accompanied by their parents* in any public place in Andover. Violation of this rule makes the offender liable to suspension.

Correspondence

Students have little time to spare for letter writing. Correspondence other than with members of the family should be limited. Please assist your daughter to regulate this matter.

Permissions

Parents should send to the Principal lists of boys whom they are willing to have their daughters receive as callers. Girls in the senior and senior-middle classes may have "open" calling lists if parents so specify in their permission. An "open" list authorizes a girl to receive at the Friday evening calling hour any boy of whom the school approves.

Written permissions for the following activities are required. They should be filed at the opening of school.

Callers.

Horseback riding. (Twelve rides for $21.00.)

Private lessons in piano, organ, voice, art or speech. (For cost, please see catalogue).

Written permission is required for new girls to visit, for the first time, friends whom they have made at or through the school. Thereafter permission to visit such

friends for a Saturday leave is granted by the school. Written permission for each week-end taken away from the school is required, and parents are requested to send such permission as far in advance as possible.

Holidays and Vacations

The times allowed for holidays and vacations should be carefully noted and exactly observed. Parents are urged to make no requests for exceptions to the hours and days designated.

The Thanksgiving holiday is from 9 a.m. to 8 p.m. Thanksgiving Day. The traditional service is held at 8:15 Wednesday evening, and parents and friends are cordially invited to attend. Girls may go to Thanksgiving dinner with their families or with friends of the family, if permission is sent from home. For those leaving Andover the destination must be within practical limits.

Girls cannot be accommodated at the school before the dates announced for the opening after each vacation, nor can they be kept at the school later than the day announced for the closing.

Travel

All tickets for travel from the school are attended to by the school office. As reservations for so large a group must be made weeks in advance, a form will be mailed to parents some time before vacations begin for the purpose of determining travel plans. If parents prefer

to attend to these matters themselves, they are requested to let the school know at the beginning of the year.

At Christmas and Spring vacations girls travel in special cars with a school chaperon to and from New York City. Other groups travel together en route to Chicago and other western points. If parents wish to have their daughters met on their arrival in Boston the school should be notified in advance as to time of arrival and the station.

Parents from a distance who are in town for only a short time may take their daughters and a friend or two out for luncheon or dinner on school days, provided no school appointment is interfered with. These times are ordinarily from 1:00 to 2:15 and from 6:10 to 7:15 (on Fridays from 6:10 to 8:30). For Saturday and Sunday dining-out privileges see pp. 12-13.

Telephone

Telephone calls may be made and received at the following times:

Mondays through Fridays

7:45 — 8:10 A.M.
1:30 — 1:45 P.M.
7:00 — 7:15 P.M.
9:00 — 9:15 P.M.

Saturdays

8:30 — 9:00 A.M.
7:00 — 7:45 P.M.

Sundays

9:30 — 10:00 A.M.
2:00 — 2:30 P.M.
8:30 — 9:00 P.M.

Calls may be made if necessary on Saturday and Sunday during recreation hours also. It is often difficult, however, to find girls at such times unless the call has been pre-arranged.

Girls are not permitted to talk over the telephone with any boys except their brothers.

Parents and friends are urged to observe the above hours for telephoning and visiting as it is desirable not to have class or study hours or other school activities interrupted.

Abbot Academy Telephone Numbers

Draper Hall General Offices	Andover 23
Abbey House	178-W
Homestead	891-M
Infirmary	178-M
Sherman	891-W

Communications From Parents

Letters from parents or guardians with regard to the welfare of students are welcomed. If there are conditions or regulations that are not understood, or if, as may occasionally happen, there are causes of dissatisfaction which are not known to the Principal, they can usually be explained or remedied. It will greatly assist our mutual understanding if you will write freely to the Principal on such matters.

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